

DI-425

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS Atlanta, Georgia		2. NAME OF INCUMBENT Mary J. Doe	
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION: <input type="checkbox"/> AS HEREBY AMENDED			
11a. U.S. Department of Interior		d. Region	
b. Fish and Wildlife Service		e.	
c. Fish and Wildlife Enhancement			
4. CSC TITLE AND BUREAU POSITION NO. Clerk		SCHEDULE GS	SERIES 301
		GRADE 04	
<input checked="" type="checkbox"/> SAME AS PRESENT; AMENDED FOR: <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input type="checkbox"/> GRADE			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.
<p>(Signature of Supervisor) _____ (Date) _____</p> <p>TITLE <u>ARD, Fish & Wildlife Enhancement</u></p>	<p>(Signature of Official Authorizing Classification Authority) _____ (Date) _____</p> <p>TITLE _____</p>

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The above position description is amended to include the following duties:

1. During the absence of regular employee, operates telephone key stations for the office placing and accepting long distance calls for members of the staff, answering calls that require general information only and routing other calls to proper office for attention.
2. In the absence of the General Supply Clerk, is responsible for processing requisitions and purchase orders for the procurement of supplies, equipment, etc., and performs necessary duties in connection with maintaining records for minor and major property. Checks invoices and vouchers for correctness, indicates appropriation and code classification before forwarding them to the Central Office for payment.